

# **Washington State Child Death Review Web Application Manual**

Washington State Department Of Health

6/10/2003

## Washington CDR Documentation

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## Application Information

Washington CDR is a web-based application requiring Internet Explorer version 5 or greater. The browser must have cookies, JavaScript and VBScript enabled for the application to run correctly.

The user will also need a Transact Washington account. This account will need to be registered on Washington CDR by an Application Owner. See <http://transact.wa.gov/> for more information.

## Team User Privileges

Washington's State Department of Health CDR program supports local teams throughout the state, which represent counties within Washington State. Each team will oversee at least one county and some teams may oversee more than one. The Application Owner(DOH) will determine all user privileges.

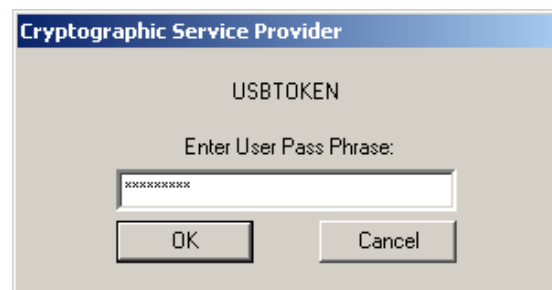
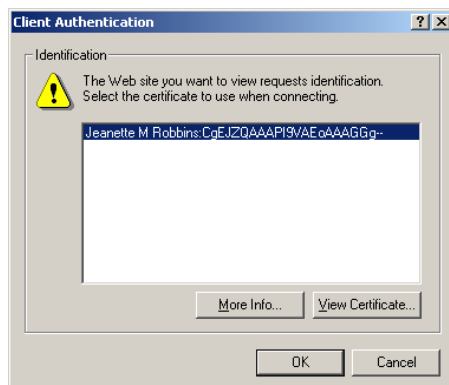
Each designated team member will be able to create & edit his or her own cases.

- Each team member will be able to edit cases created by other members on their team.
- Certain teams may be allowed to view & edit another team's cases as well as their own (for example, regional teams representing multiple LHJs).
- State-level system users will be able to view and edit any team's information.
- Cases will be distinguished by different team suffixes attached to the case number.

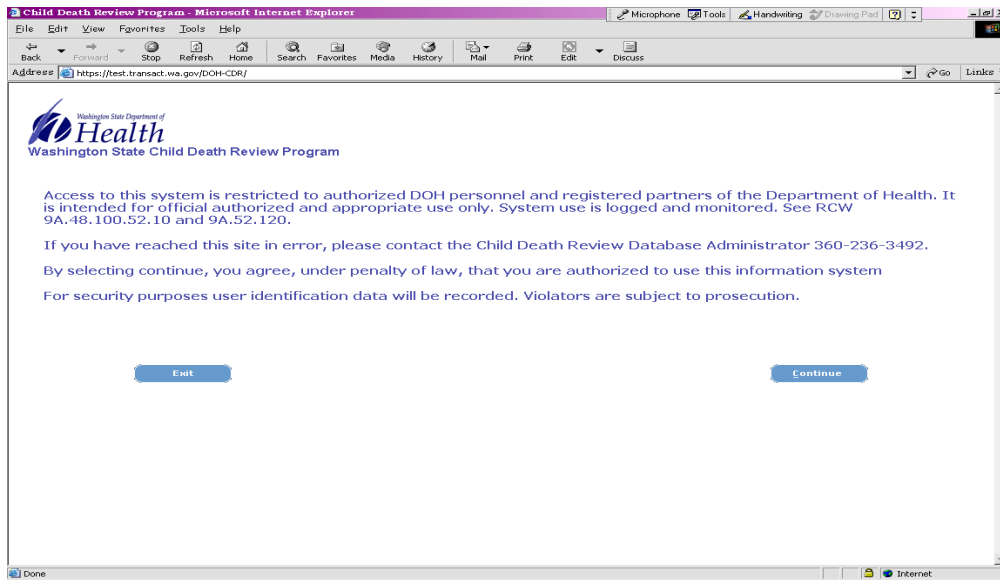
## Accessing the Washington CDR Site

Access to the Washington CDR site requires the user to have a digital certificate and to be registered through Transact Washington. The digital certificate provides proof of identity for electronic transactions and allows for a secure means of conducting business with the State of Washington. Transact Washington acts as a portal for conducting electronic transactions by verifying a person's identity with the fact that they have permission to access the application they are trying to use. The digital certificates used with the CDR web application are purchased through Digital Signature Trust (*see appendix A for purchasing instructions*). After the user has obtained a digital certificate and it has been loaded onto an appropriate machine, the user needs to open an account with Transact Washington via a registration process and add CDR as a service (see Appendix B).

Upon being approved for CDR site use by DOH, the user may open their transact Washington account by going to <http://transact.wa.gov> and selecting myTransact Account from the left hand menu. A Client Authentication dialog box will appear asking the user to verify the certificate being used. Followed by a dialog box asking for user's pass phrase (be patient it can take awhile).

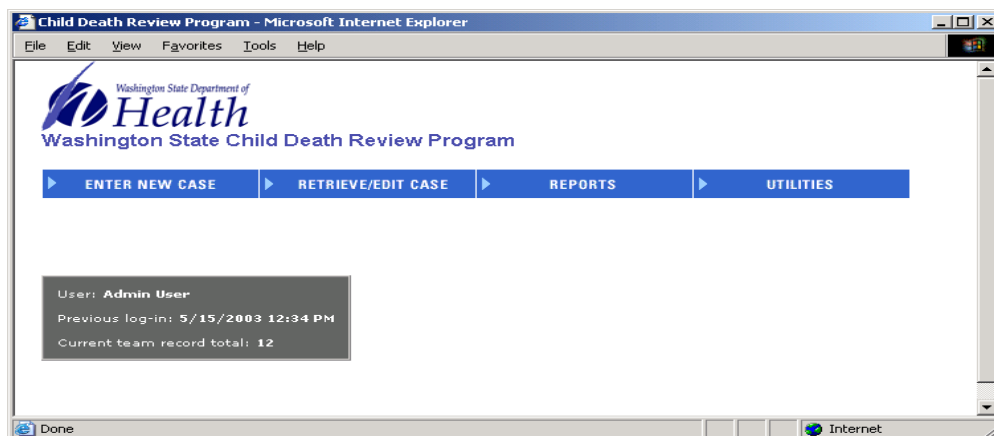


Next click on the link for the Washington CDR site. Once you've entered the Washington CDR site, a Terms of Use statement will appear on your screen. If you agree to comply with the Terms of Use statement, click on the button labeled 'Continue'.



## Main Menu

Once the user has successfully entered the Washington CDR site, the user will be brought to the Main Menu page. The Main Menu screen will show information such as the username currently logged in as, the user's last login time, and the current number of cases entered by the user's team. The menu bar will allow the user to perform all tasks supported by this system. Users will have the ability to enter a new case, retrieve or edit an existing case, run a report, or access a utility.



## Main Menu: Enter New Case

By selecting Enter New Case from the Main Menu, the user is then directed to fill out a series of forms. This document will not provide a complete explanation of all of the forms, but of ones that contain special functionality or changes from the previous system.

### I. Death Certificate Information

The first Enter New Case form consists of the Death Certificate Information form. This form contains the same information as the paper and Access Database forms.

In order to generate the ID Number, you need to provide a case category, a local death certificate number, a Death certificate year, and a County of death. All other fields on this page are optional, but should be filled out as completely as possible for reporting purposes. The drop down lists on this and other forms have an additional feature of allowing the user to cycle through the possible responses by simply typing the first letter of the desired response until it appears in the text box. To save entered data click on the 'Save and Proceed to Next Section' button at the bottom and you will automatically proceed to the General Information section. The menu on the left side of the screen allows for navigation through the data entry forms once the Death Certificate information is filled in and for saving data as well. Only use the main menu at the top or the left navigation menu to move to another part of the application, otherwise you will find yourself at an error page and relogging into system, possibly losing entered data. *Note: #26 is only available if you answer #25 as 'Other' and then it IS required.*

If you make any errors on this page, they will be indicated in a popup window when you save the page. The error message will refer to the variable name of the field that is missing, which needs to be provided. Usually, the number of the question will be part of the variable name, which will help you determine where to locate the error. The error below is an example of the error that is generated when no county of death is chosen. The I\_ refers to the form section; the 3\_ refers to the question number; and the County is the name of the field in which the information will be stored.



## II. General Information

The specify fields associated with a question may not always be available for the user to enter data. For example, on the general information form, question 13 has a specify relationship field that is only required when other is selected.

The screenshot shows a web browser window titled "Child Death Review Program - Microsoft Internet Explorer". The form contains several fields and checkboxes. At the top, there are checkboxes for "Foster Brother" and "Relative", each followed by a text input field and a "#" symbol. To the right of these is a checkbox for "Unknown". Below these is question 13: "Relationship of child's primary caregiver to child". A dropdown menu for this question has "Foster parent" selected. To the right of the dropdown is a text input field labeled "Specify Relationship", which is crossed out with a large 'X'. Below question 13 is question 14: "Age of primary caregiver", with a text input field followed by "Years" and two radio buttons labeled "Unknown" and "Not Available". At the bottom is question 15: "On what medical insurance was the child? (Check all that apply)", with a checkbox for "Private commercial insurance (including private HMO's)".

No text can be entered when 'Foster parent' is selected

The screenshot shows the same web browser window and form. In this instance, the dropdown menu for question 13 has "Other" selected. An arrow points from the "Other" selection to the "Specify Relationship" text input field, which is now active and ready for text entry. The other fields and checkboxes remain the same as in the previous screenshot.

Text is required when 'Other' is selected, and results in an error message from attempting to save this form with nothing entered in the field.

## III. Circumstances of Death Form

The Circumstances of Death form opens automatically once the save button has been clicked on the General Information form. This form allows the user to check as many circumstances that apply. When a circumstance is checked and saved the form that applies to that circumstance is

opened. The circumstances will also appear in the left hand navigation menu beneath “III. Circumstances of Death” menu item. As each circumstance section is closed, the next section will open until all circumstance data have been entered. If a circumstance has been checked mistakenly it can be unchecked by clicking on the box next to the circumstance. If data has been entered into the corresponding form, a dialog box will appear warning the user that un-checking the box will delete that circumstance information and ask if they want to continue. Clicking Cancel will replace the check. Clicking OK will delete any related data that had been entered.

Another feature of the Washington CDR system is visible in the above screenshot. The fire form has some fields that are not required to be filled out under certain circumstances. These fields are marked as “Not Applicable” and cannot be changed by the user unless the question causing the question to be not applicable is changed.

Also, some questions on forms may be dependant on other questions on the same form. For example on the firearms form, question 4 will change when different values are chosen for question 3. This makes forms easier to fill out and makes the collected data more consistent.

When yes is selected for question 3, the user can choose the type of lock in question 4



Child Death Review Program - Microsoft Internet Explorer

Address: https://sv1.adiadata.net/washcfr/forms/FormHandler.asp?SidebarID=61

**D. Firearms**

2. Use of firearm at time of injury: --

3. Was the gun locked? **No**

4. If locked, type of lock (check all that apply):

- ☐ Locked cabinet or box
- ☐ Trigger lock
- ☐ Other:
- ☐ Unknown
- ☒ Not Applicable

5. Was key stored with lock? --

6. Was ammunition stored with firearm? --

7. Did the person using the firearm take organized safety training? --

When no is selected, the type of lock is automatically set as not applicable.

Child Death Review Program - Microsoft Internet Explorer

Address: https://sv1.adiadata.net/washcfr/forms/FormHandler.asp?SidebarID=61

**D. Firearms**

2. Use of firearm at time of injury: --

3. Was the gun locked? **Unknown**

4. If locked, type of lock (check all that apply):

- ☐ Locked cabinet or box
- ☐ Trigger lock
- ☐ Other:
- ☒ Unknown
- ☐ Not Applicable

5. Was key stored with lock? --

6. Was ammunition stored with firearm? --

7. Did the person using the firearm take organized safety training? --

When unknown is selected, the type of lock is automatically set to unknown.

#### IV. Additional Information Form

This form contains 26 questions which pertain to place of injury, intentionality of the death, primary supervisor of child, child toxicology screening, child x-rays, drug or alcohol involvement, if there were alleged perpetrators and the mental state of child prior to death.

Child Death Review Board - Microsoft Internet Explorer

Address: https://sv1.adiadata.net/washcfr/forms/formhandler.aspx?sidebarID=57

**Washington State Department of Health**  
Washington State Child Death Review Board

For assistance email: [email@email.org](mailto:email@email.org)  
[View Disclaimer](#)  
Jeanette Robbins

**IV. Additional Information**

1. Place of injury or onset for circumstances other than vehicular injury (Check all that apply):

- ☐ Child's Residence
- ☐ Relative's Residence
- ☐ Friend's Residence
- ☐ Farm
- ☐ Other:
- ☐ School
- ☐ Place of Work
- ☐ Sports/Athletic Area
- ☐ School or City Park
- ☐ State or County Park
- ☐ Licensed Foster Home
- ☐ Licensed Group Home
- ☐ Licensed Day Care Center
- ☐ Licensed Day Care Home
- ☐ Unlicensed Day Care Home
- ☐ Unknown
- ☐ Not Applicable

2. If death was due to an injury, was injury intentional or unintentional? --

3. Age of primary person inflicting injury: -- Years ☐ Unknown ☐ Not Available

4. Relationship to child of primary person inflicting injury: --

5. Relationship to child of primary person supervising child at time of injury / onset of illness: --

6. Age of primary person supervising child: -- Years ☐ Unknown ☐ Not Available

## V. Infant Death Form:

The Infant Death form is only completed for children less than one year old. This form is used to enter data pertaining to the mother's pregnancy and delivery of child.

The screenshot shows the 'V. Infant Deaths' form within the 'Child Death Review Board' application. The form is displayed in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://sv1.adaadana.net/washcfr/forms/formhandler.asp?sideBarID=66>. The form includes a sidebar on the left with navigation links: I. Death Certificate, II. General Information, III. Circumstances of Death, IV. Additional Information, V. Infant Deaths (selected), VI. Records for Review, VII. Committee Conclusions, VIII. Narrative, and IX. Review Information. The main content area contains 13 numbered questions related to the infant's death, including gestational age, birth weight, resuscitation, and medical complications. A 'Save and Proceed to Next Section ->' button is located at the bottom of the form.

## VI. Records for Review Form

This form collects information on what records were relevant to the child's death, if these records were available and if there were any problems obtaining these records. The user is able to tab to questions 2 and 3 once the box next to a record type has been checked. By using the directional arrows the user can select 'Yes' or 'No' then tab to the next appropriate field. If a record type box is checked the user can also use the mouse to answer questions 2 and 3 and enter the memo fields no matter what the answers to 2 and 3 happen to be.

The screenshot shows the 'VI. Records for Review' form within the 'Washington State Child Death Review Program' application. The form is displayed in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://test.transact.wa.gov/DOH-CDR/forms/FormHandler.asp?SideBarID=67>. The form includes a sidebar on the left with navigation links: I. Death Certificate, II. General Information, III. Circumstances of Death, IV. Additional Information, V. Infant Deaths, VI. Records for Review (selected), VII. Committee Conclusions, and VIII. Narrative. The main content area contains 3 numbered questions related to the records for review, including checking which records were relevant, whether they were available, and whether there were problems obtaining them. A 'Log out' button is located in the top right corner of the form.

## VII. Committee Conclusions Form

This form collects data on conclusions drawn from investigating the circumstances of the child's death. Questions not shown here involve panel members concurring on cause and manner of death; would an autopsy provide additional information; where practice, policy or system issues raised; and was the death preventable – if so how, what is in place now and what can be put in place.

The screenshot shows the 'Child Death Review Board - Microsoft Internet Explorer' window. The address bar displays 'https://sv1.adiadata.net/washcfr/forms/FormHandler.asp?SidebarID=58'. The page header includes the Washington State Department of Health logo and the text 'Washington State Child Death Review Board'. A navigation bar contains links: 'ENTER NEW CASE', 'RETRIEVE/EDIT CASE', 'REPORTS', and 'UTILITIES'. On the right, there are links for 'Glossary' and 'Log out', and contact information: 'For assistance email: email@email.org', 'View Disclaimer', and 'Jeanette Robbins'. The left sidebar lists sections: I. Death Certificate, II. General Information, III. Circumstances of Death, IV. Additional Information, V. Infant Deaths, VI. Records for Review, VII. Committee Conclusions (highlighted), VIII. Narrative, and IX. Review Information. The main content area is titled 'VII. Committee Conclusions' and contains three questions with dropdown menus and checkboxes for 'Isolated act or omission', 'Pattern of abuse of child', and 'Pattern of abuse in family'. Each question has a corresponding text area for explanation.

## VIII. Narrative Form

The Narrative form is used to provide a short description of the circumstances surrounding the death of the child being reviewed.

The screenshot shows the 'Child Death Review Board - Microsoft Internet Explorer' window. The address bar displays 'https://sv1.adiadata.net/washcfr/forms/FormHandler.asp?SidebarID=69'. The page header includes the Washington State Department of Health logo and the text 'Washington State Child Death Review Board'. A navigation bar contains links: 'ENTER NEW CASE', 'RETRIEVE/EDIT CASE', 'REPORTS', and 'UTILITIES'. On the right, there are links for 'Glossary' and 'Log out', and contact information: 'For assistance email: email@email.org', 'View Disclaimer', and 'Jeanette Robbins'. The left sidebar lists sections: I. Death Certificate, II. General Information, III. Circumstances of Death, IV. Additional Information, V. Infant Deaths, VI. Records for Review, VII. Committee Conclusions, VIII. Narrative (highlighted), and IX. Review Information. The main content area is titled 'VIII. Narrative' and contains a large text area for 'Give a brief description of circumstances of death and any additional information necessary'. At the bottom, there is a button labeled 'Save and Proceed to Next Section -->'. The status bar at the bottom shows 'Done' and 'Internet'.

## IX. Review Information Form

The Review Information form collects information on who was present for the review and if it is a DSHS Children's Administration case. It also has a place for indicating the team conducting the review, when the review was completed and the contact information for the person completing the forms.

The screenshot shows the 'IX. Review Information' form within the Washington State Child Death Review Program. The form is displayed in a Microsoft Internet Explorer browser window. The page header includes the Washington State Department of Health logo and the program name. A sidebar on the left lists navigation options: I. Death Certificate, II. General Information, III. Circumstances of Death, IV. Additional Information, V. Infant Deaths, VI. Records for Review, VII. Committee Conclusions, VIII. Narrative, IX. Review Information (selected), X. Case Status (Incomplete), XI. Team Assignment, and XII. Change ID Number. The main content area contains the following sections:

- 1. Check all committee members who were present during any portion of this review.** This section includes a grid of checkboxes for various organizations: Child Protective Services, Emergency Medical Services, Law Enforcement, Medical Examiner/Coroner, Mental Health/Social Services, Pediatrician/Family Practice Physician, Prosecutor, Local Health Jurisdiction, Faith Community, Fire Review/Prevention, Forensic Pathology, Military Organization, Other Health Care Provider, Traffic Safety/State Patrol, Trauma Care, Tribes, Schools, and Other. There are three 'Other' labels with corresponding text input fields.
- 2. Is this a DSHS Children's Administration case?** A dropdown menu with a '-' icon.
- 3. If this is a DSHS Children's Administration case, which DSHS region?** A dropdown menu with a '-' icon.
- 4. Child death review team reviewing death** A dropdown menu with a '-' icon.
- 5. Date review completed** A text input field.
- 6. Person completing form** A text input field.
- 7. Phone number** A text input field.
- 8. Extension** A text input field.

At the bottom of the form is a button labeled 'Save and Proceed to Next Section -->'. The browser's address bar shows the URL: <https://test.transact.wa.gov/DOH-CDR/forms/FormHandler.asp?SidebarID=70>.

## Case Status Form

An important page in the list of forms is the Case Status page. When entering a new case the status is automatically set as Incomplete. In order to change the status of the new case to complete, you must check the Case Complete box and save the case. This will cause the case's status to change from Incomplete to Complete.

The screenshot shows the 'X. Case Status' form within the Washington State Child Death Review Program. The form is displayed in a Microsoft Internet Explorer browser window. The page header includes the Washington State Department of Health logo and the program name. A sidebar on the left lists navigation options: I. Death Certificate, II. General Information, III. Circumstances of Death, IV. Additional Information, V. Infant Deaths, VI. Records for Review, VII. Committee Conclusions, VIII. Narrative, IX. Review Information, X. Case Status (Incomplete) (selected), XI. Team Assignment, and XII. Change ID Number. The main content area contains the following sections:

- X. Case Status** A section with a checkbox labeled 'Case Complete'.
- Save Case** A button.

The browser's address bar shows the URL: <http://washcdr.adladata.net/forms/FormHandler.asp?SidebarID=80>.

- If a case is listed as incomplete that case will not be included in any reporting or data exports.
- You may save a case as incomplete and come back at a later time using the Retrieve/Edit Case option and change the status to complete.
- Previously the Date Review Completed field on the Review Information form provided the function of marking a case as incomplete or complete- the system does not use this field any longer for that type of function. The Case Complete check box on the Case Status page now provides this functionality.

## Main Menu: Retrieve/Edit Case

First, the user will need to locate the case that he/she wish to work with. Locate the case you are searching for through the search criteria screen that is displayed after clicking on Retrieve/Edit Case. The user can specify as much information about the case as desired.

Clicking on search without entering any search criteria, will display all of the cases for the user's team. The example search screen below will retrieve all cases accessible to user's team where the child's last name is Massey.

The screenshot shows a web browser window titled "Child Death Review Program - Microsoft Internet Explorer". The page header includes the Washington State Department of Health logo and the text "Washington State Child Death Review Program". A navigation bar contains links: "ENTER NEW CASE", "RETRIEVE/EDIT CASE", "REPORTS", and "UTILITIES". There are also links for "Glossary" and "Log out". A disclaimer link "View Disclaimer" and an email address "email@email.org" are also present.

The main content area is titled "Enter Search Criteria" with the instruction "(leave criteria blank to view all cases)". It contains two search sections:

- Specific case search:** A single text input field for "Case Number".
- OR General case search:** A section with multiple input fields and a list of checkboxes:
  - "Child's Last Name (or first few letters)": A text input field containing "Massey".
  - "Date of Death": A text input field.
  - "Date of Birth": A text input field.
  - "Case Status": A dropdown menu currently set to "ALL".
  - "Circumstances Of Death": A list of checkboxes:
    - ☐ Fire
    - ☐ Burn
    - ☐ Fall
    - ☐ Firearms
    - ☐ Sudden Infant Death Syndrome
    - ☐ Drowning
    - ☐ Poisoning/Drug Intoxication
    - ☐ Vehicular Injury
    - ☐ Other Circumstances

After pressing the search button the following screen will be displayed:

Child Death Review Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Washington State Department of Health  
Washington State Child Death Review Program

For assistance email: [email@email.org](mailto:email@email.org)  
[View Disclaimer](#)  
Admin User

ENTER NEW CASE RETRIEVE/EDIT CASE REPORTS UTILITIES Glossary Log out

Case Number	Child's Last Name	Date of Birth	Date of Death	Submitted By	Case Complete	Options
420021112-23	Massey	1/18/1995	5/12/2002			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print Case</a>

Refine Search

Done Internet

The search results screen will allow the user to Edit, View, Print or Delete a case by clicking on the appropriate task.

### Edit Case

After clicking on edit, the user is presented with the same form as the Enter New Case form, except that the IDNumber field is now locked. If you need to edit this field, contact the DOH CDR database administrator.

Child Death Review Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Washington State Department of Health  
Washington State Child Death Review Program

For assistance email: [email@email.org](mailto:email@email.org)  
[View Disclaimer](#)  
Admin User

ENTER NEW CASE RETRIEVE/EDIT CASE REPORTS UTILITIES Glossary Log out

**I. Death Certificate**

**I. Death Certificate Information**  
This information should come directly from the death certificate

Choose case category  
Death of child outside the State scope but under 18 years of age and a resident of this team's jurisdiction (Section I and IX are required by State)

ID Number: 420021112-23  
1. Local death certificate #: 1112  
2. Death certificate year: 2002  
3. County of death: Chelan  
4. First Name: Michelle  
5. Middle Name: [test]  
6. Last Name: Massey  
7. County of injury, if applicable: Pend Oreille  
8. Sex: Female  
9. Date of Death: 5/12/2002  
10. Date of Birth: 1/18/1995  
11. Age Last Birthday: 7  
12. Age if less than 1 year old, more than one day: Mos Days Unknown  
13. Age if under one day: Hours Minute Unknown  
14. City or town of death: [ ]  
15. Hour of Death (24 hour clock): [ ]  
16. Date of injury if applicable: [ ]  
17. Hour of injury (24 hour clock): [ ]  
18a. Immediate cause of death: [ ]  
18b. Interval between onset and death: Elapsed Time Units [ ]  
19a. Due or as a consequence of: [ ]  
19b. Interval between onset and death: Elapsed Time Units [ ]

IX. Review Information  
ID Number: 420021112-23

Done Internet

All data entry changes can now be made to any of the forms. A form is saved by using the save button at the bottom of the page or clicking on another form from the left navigation menu.

Clicking on one of the main menu options or logout will **not save** the information you have entered.

## View Case

The View Case option allows a specific case to be viewed, but will not allow changes to be made on the forms.

The screenshot shows the 'View Case' form in a Microsoft Internet Explorer browser window. The page title is 'Child Death Review Program - Microsoft Internet Explorer'. The browser address bar shows 'http://www.wa.gov/health/cdr/'. The page header includes the Washington State Department of Health logo and the text 'Washington State Child Death Review Program'. A navigation bar contains links: 'ENTER NEW CASE', 'RETRIEVE/EDIT CASE', 'REPORTS', and 'UTILITIES'. A 'Log out' button is also present. The main content area is titled 'I. Death Certificate Information' and includes a sub-header 'This information should come directly from the death certificate'. The form contains a table with fields for case information, including ID Number, Local death certificate #, Death certificate year, County of death, First Name, Middle Name, Last Name, Date of Birth, Date of Death, and Date of Injury. The case information is as follows:

Choose case category			
Death of child outside the State scope but under 10 years of age and a resident of this team's jurisdiction (Section I and IX are required by State)			
ID Number	1. Local death certificate #	2. Death certificate year	3. County of death
420021112-23	1112	2002	Chelan
4. First Name	5. Middle Name	6. Last Name	
Michelle	test	Massey	
7. County of injury, if applicable	8. Sex	9. Date of Death	10. Date of Birth
Pend Oreille [X]Not Applicable	Female	5/12/2002	1/18/1995
11. Age Last Birthday	12. Age if less than 1 year old, more than one day	13. Age if under one day	
7 [X]Unknown	Mos Days [X]Unknown	Hours Minute [X]Unknown	
14. City or town of death	15. Hour of Death (24 hour clock)	16. Date of injury if applicable	17. Hour of injury (24 hour clock)
	[X]Estimate		[X]Estimate
18a. Immediate cause of death	18b. Interval between onset and death		
	Elapsed Time Units		
19a. Due or as a consequence of	19b. Interval between onset and death		
	Elapsed Time Units		
20a. Due or as a consequence of	20b. Interval between onset and death		
	Elapsed Time Units		

## Print Case

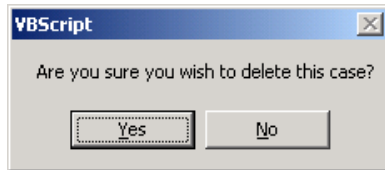
The Print Case option will open a new window, which will display every page in one browser window. This window can be conveniently printed from the File menu.

The screenshot shows the 'Print Case' form in a Microsoft Internet Explorer browser window. The page title is 'Print Whole Case - Microsoft Internet Explorer'. The browser address bar shows 'http://www.wa.gov/health/cdr/'. The page header includes the Washington State Department of Health logo and the text 'Washington State Child Death Review Program'. A navigation bar contains links: 'ENTER NEW CASE', 'RETRIEVE/EDIT CASE', 'REPORTS', and 'UTILITIES'. A 'Log out' button is also present. The main content area is titled 'III. Check All Circumstances that Apply' and includes a sub-header 'III F. Drowning'. The form contains a table with fields for case information, including ID Number, Local death certificate #, Death certificate year, County of death, First Name, Middle Name, Last Name, Date of Birth, Date of Death, and Date of Injury. The case information is as follows:

Choose case category			
Death of child outside the State scope but under 10 years of age and a resident of this team's jurisdiction (Section I and IX are required by State)			
ID Number	1. Local death certificate #	2. Death certificate year	3. County of death
420021112-23	1112	2002	Chelan
4. First Name	5. Middle Name	6. Last Name	
Michelle	test	Massey	
7. County of injury, if applicable	8. Sex	9. Date of Death	10. Date of Birth
Pend Oreille [X]Not Applicable	Female	5/12/2002	1/18/1995
11. Age Last Birthday	12. Age if less than 1 year old, more than one day	13. Age if under one day	
7 [X]Unknown	Mos Days [X]Unknown	Hours Minute [X]Unknown	
14. City or town of death	15. Hour of Death (24 hour clock)	16. Date of injury if applicable	17. Hour of injury (24 hour clock)
	[X]Estimate		[X]Estimate
18a. Immediate cause of death	18b. Interval between onset and death		
	Elapsed Time Units		
19a. Due or as a consequence of	19b. Interval between onset and death		
	Elapsed Time Units		
20a. Due or as a consequence of	20b. Interval between onset and death		
	Elapsed Time Units		

## Delete Case

Clicking on delete case will allow the user to remove a case from the database. After clicking on delete, you will receive a confirmation window.



If you click yes, the case will be deleted. If you click no, the case will remain in the database. By deleting a case you are marking the case as inactive. This means that case will no longer be able to be viewed, be included in reports, or be included in data exports.

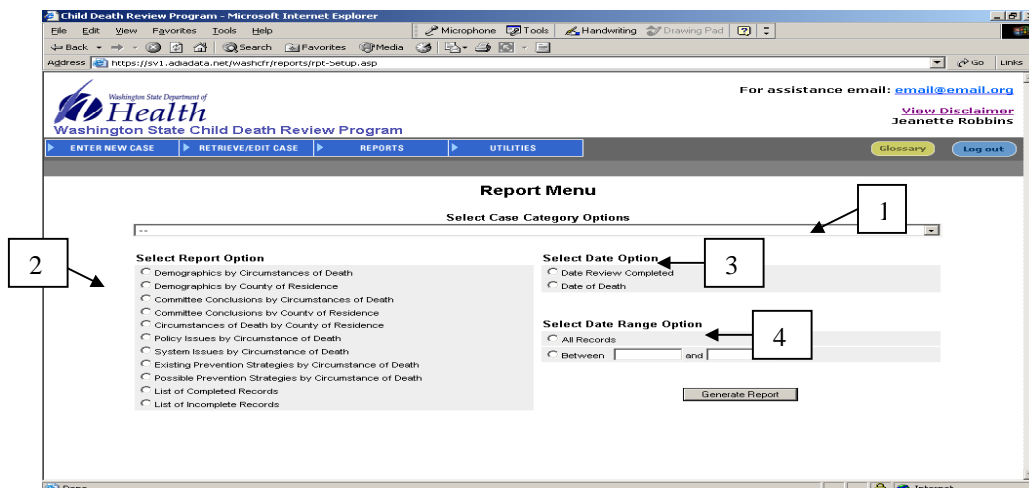
A Systems Administrator can recover a deleted case from the database if the case is accidentally deleted. This will require access to the SQL server that the Washington CDR application is running on. Set the *isactive* bit for the record that you want to undelete back to 1 in the WA\_1\_DeathCertificate table and the case will be restored.

## Main Menu: Reporting

Built within the Washington CDR site is the capability of running different reports. Selecting different items within these four options and clicking the 'Generate report' button will create a report. The report options are split into four main options. One item from each option must be selected for the reports to be generated.

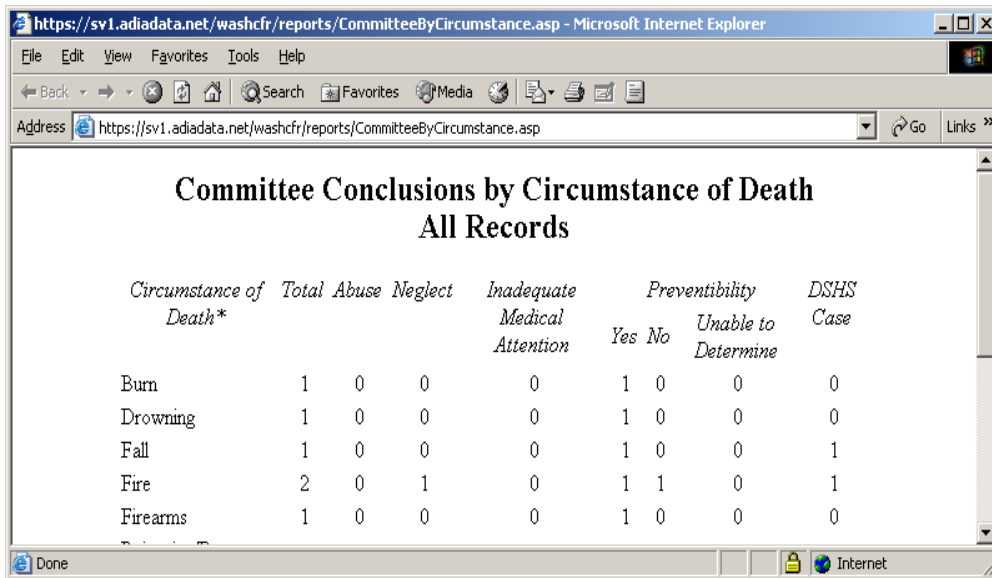
The four options are:

1. Case Category Options - Select Case Category Option from drop down box
2. Report Options - Select Report Option by clicking on radio button next to the report desired. Only one report can be chosen at a time.
3. Date Option - Select Date Option to have report ran by Date Review Completed or Date of Death
4. Date Range Option - Select a) Data Range Option to have report ran for All Records or b) between two dates which correspond to the Date Review Completed or Date of Death selected in the Date Option.





Example: A separate window will open to show a report that can then be printed.



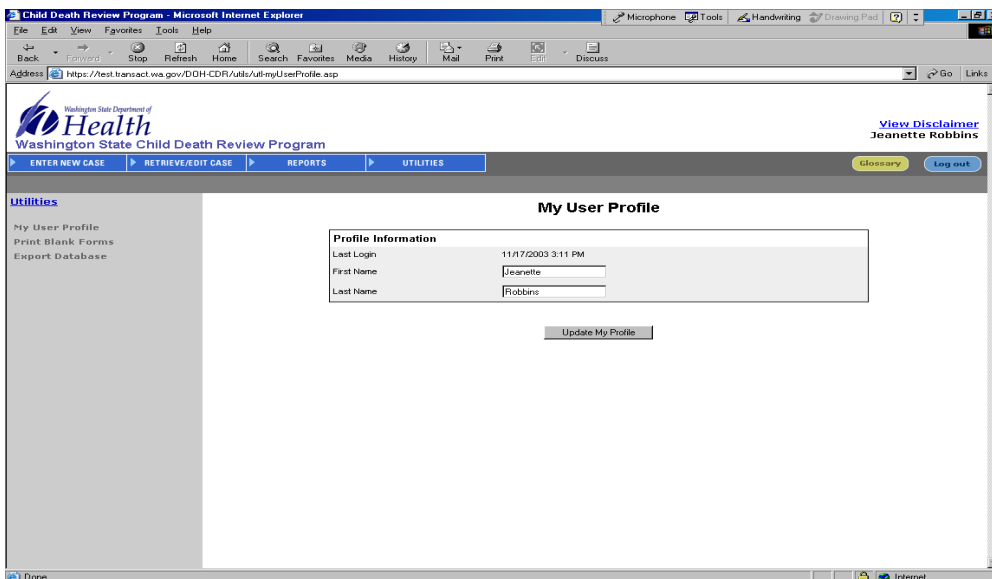
Circumstance of Death*	Total	Abuse	Neglect	Inadequate Medical Attention	Preventability		Unable to Determine	DSHS Case
					Yes	No		
Burn	1	0	0	0	1	0	0	0
Drowning	1	0	0	0	1	0	0	0
Fall	1	0	0	0	1	0	0	1
Fire	2	0	1	0	1	1	0	1
Firearms	1	0	0	0	1	0	0	0

## Main Menu: Utilities

Utilities are extra software functions provided to each user. Within this system three utilities are offered all users- My User Profile, the ability to print blank forms and to export data from the database. Add Users and Manage Users are for available for DOH Administrators only.

### My User Profile

Users will be able to make minor changes to their profiles. The first and last name can be edited, but all other information is entered through Transact Washington.



Washington State Department of Health  
Washington State Child Death Review Program

Utilities

My User Profile

Profile Information

Last Login: 11/17/2003 3:11 PM

First Name: Jeanette

Last Name: Robbins

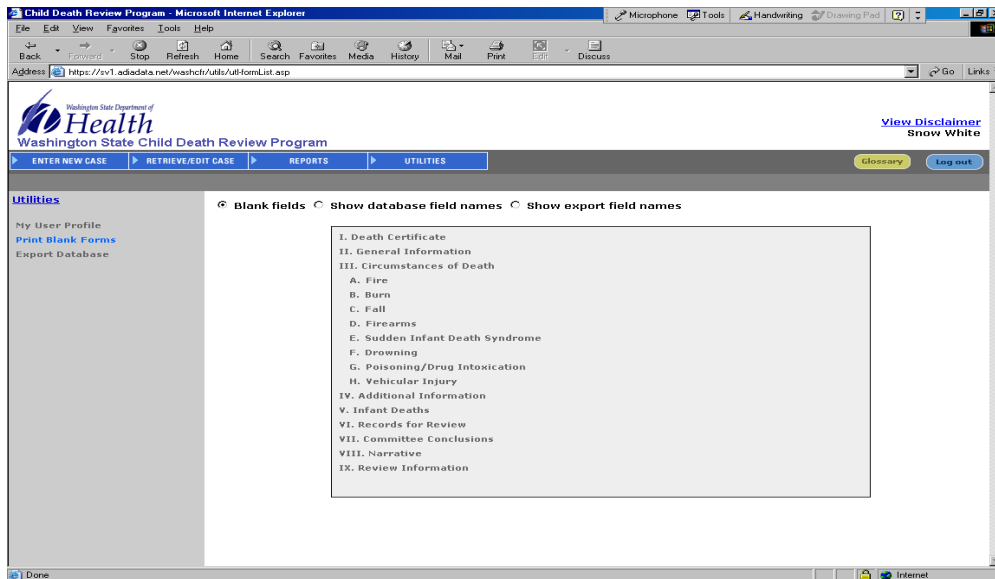
Update My Profile

## Print Blank Forms

The Print Blank Forms page allows the user to print one of the on-line forms if needed with or without database field names.

Here's how:

- To print a copy of the form with text boxes, click on the radio button 'Blank fields' (\*)
- To print a copy of the forms with database field names in place of the text boxes, click on the radio button 'Show database field names' (\*\*).
- To print a copy of the forms with exported field names in place of the text boxes, click on the radio button 'Show export field names' (\*\*\*)
- Click on the name of the form you wish to print. A separate window will open with the requested form
- Click on printer icon in tool bar or select File/Print from menu.



\*With text boxes:

https://sv1.adiadata.net/washcfr/utls/printBlankForms.asp?vAction=6&sidebarID=1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

## I. Death Certificate Information

**This information should come directly from the death certificate**

Choose case category

ID Number 1. Local death certificate # 2. Death certificate year: 3. County of death

4. First Name 5. Middle Name 6. Last Name

7. County of Injury, if applicable 8. Sex 9. Date of Death 10. Date of Birth  
 ☐ Not Applicable

11. Age Last Birthday 12. Age if less than 1 year old, more than one day 13. Age if under one day

**\*\*With database field names:**

https://sv1.adiadata.net/washcfr/utls/printBlankForms.asp?vAction=7&sidebarID=1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

## I. Death Certificate Information

**This information should come directly from the death certificate**

Choose case category

[I\_CaseCategory]  
 ID Number 1. Local death certificate #: 2. Death certificate year: 3. County of death  
 [IDNumber] [I\_DeathCertInfoID] [I\_2\_DeathCertYr] [I\_3\_County]  
 4. First Name 5. Middle Name 6. Last Name  
 [I\_4\_FirstName] [I\_5\_MiddleName] [I\_6\_LastName]  
 7. County of Injury, if applicable 8. Sex 9. Date of Death 10. Date of Birth  
 [I\_7\_InjuryCounty] [I\_8\_Sex] [I\_9\_DateOfDeath] [I\_10\_DateOfBirth]  
 [I\_7\_NotApplicable]Not Applicable  
 11. Age Last Birthday 12. Age if less than 1 year old, more than one day 13. Age if under one day

**\*\*With exported field names:**

**I. Death Certificate Information**

This information should come directly from the death certificate

Choose case category  
[CaseCat]

ID Number [IDNumber] 1. Local death certificate #: [LocalDC] 2. Death certificate year: [YearDC] 3. County: [CoDea]

4. First Name [FName] 5. Middle Name [MName] 6. Last Name [LName]

7. County of Injury, if applicable [CoInjNA] Not Applicable 8. Sex [Sex] 9. Date of Death [DthDate]

11. Age Last Birthday [AgeYrs] 12. Age if less than 1 year old, more than one day [AgeMo] Mos [AgeDays] Days 13. Age if under one day [AgHrs] Hours [AgeMin] Minute [AgeYrUn] Unknown [AGEDAYSU] Unknown [AgeLt1Un] Unknown

14. City or town of death [CityDth] 15. Hour of Death (24 hour clock) [HrDeath] [HrDthEst] Estimate 16. Date of injury if applicable [InjDate] 17. Hour of injury (hour clock) [InjHr] [HrInjury] Estimate

18a. Immediate cause of death [ImmCause] 18b. Interval between onset and death [ImIntrvl] Elapsed Time [ImIntrvl]

## Export Database

When you select the Export Database option from the Utilities Menu, the export begins immediately. Once the export is completed, a link will appear on the screen indicating that you may now download the data file. User-level permissions will determine what is allowed to be exported; teams will be able to export the same cases that your team membership allows you to view and edit. DOH Administrators will be able to export the entire database.

Child Death Review Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Washington State Department of Health  
Washington State Child Death Review Program

For assistance email: [email@email.org](mailto:email@email.org)  
[View Disclaimer](#)  
Adams County

ENTER NEW CASE RETRIEVE/EDIT CASE REPORTS UTILITIES Glossary Log out

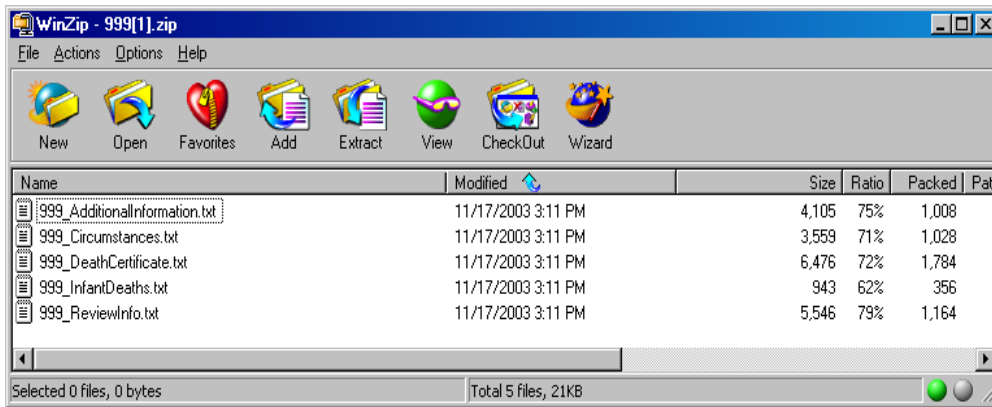
**Utilities**

My User Profile  
Print Blank Forms  
Export Database

**Export Database**

[Click here to download database in a zip file](#)

The database export will produce a zip file containing several text files. Each text file contains the information related to the file's name. Several text files contain multiple forms.



Sample exported zip file.

### Forms contained in each file:

DeathCertificate.txt:

- Death Certificate
- General Information

Circumstances.txt:

- Circumstances of Death
- Fire
- Burn
- Fall
- Firearms
- Sudden Infant Death Syndrome
- Drowning
- Poisoning/Drug Intoxication
- Vehicular Injury
- Other Circumstances

AdditionalInformation.txt:

- Additional Information

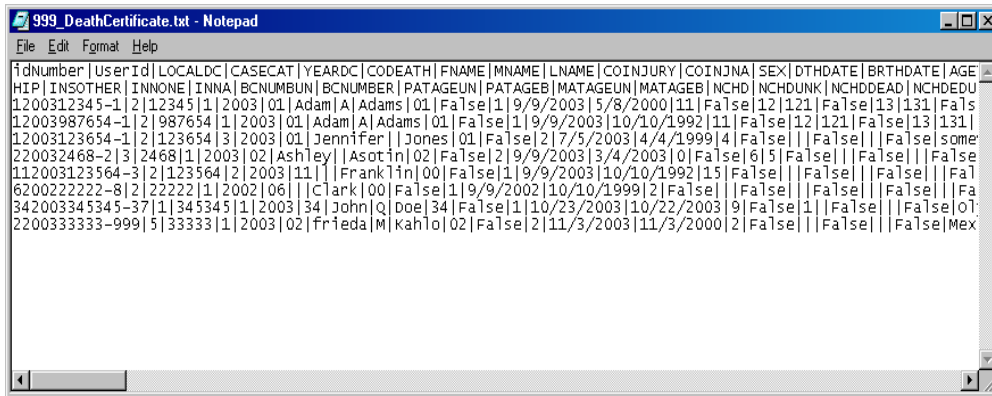
InfantDeaths.txt:

- Infant Deaths

ReviewInfo.txt:

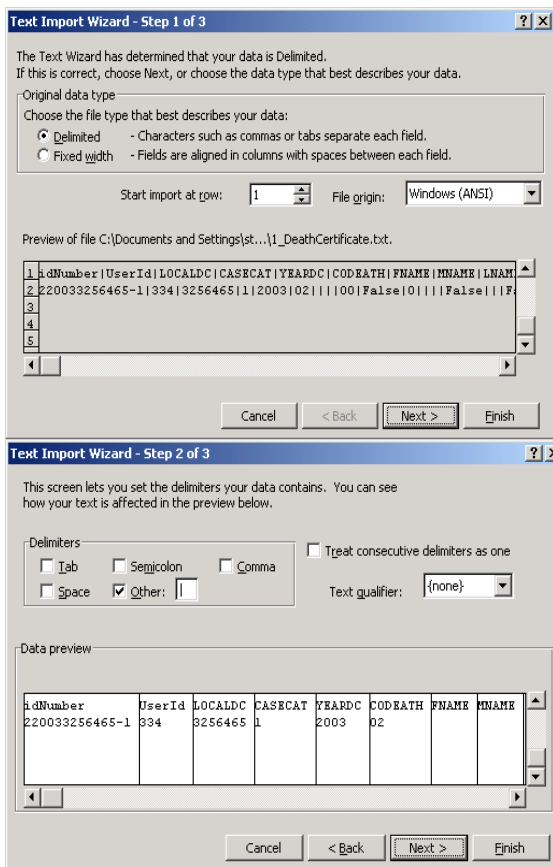
- Records for Review
- Committee Conclusions
- Narrative
- Review Information
- Case Status

The information contained in each text file is pipe delimited and can easily be imported into Access or Excel for detailed analysis. The first line of the file contains the field names for each column, all rows after the first are data.



Screen shot of a sample exported file.

These are the settings known to properly import this data into Excel.



Below are the settings known to properly import data into Access:

**Link Text Wizard**

Your data appears to be in a 'Fixed Width' format. If it isn't, choose the format that more correctly describes your data.

☒ **Delimited** - Characters such as comma or tab separate each field  
☐ **Fixed Width** - Fields are aligned in columns with spaces between each field

1 idNumber | User Id | LOCALDC | CASECAT | YEARDC | CODEATH | FNAME |  
 2 220033256465-1 | 334 | 3256465 | 1 | 2003 | 02 | | | 00 | False | 0 | |

Advanced... Cancel < Back Next > Finish

**Link Text Wizard**

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

☐ Tab   
 ☐ Semicolon   
 ☐ Comma   
 ☐ Space   
 ☒ Other:

☒ First Row Contains Field Names   
 Text Qualifier:  {none}

idNumber	User Id	LOCALDC	CASECAT	YEARDC	CODEATH	FNAME
220033256465-1	334	3256465	1	2003	02	

Advanced... Cancel < Back Next > Finish

For more information on the data returned by the data export utility, please consult the Washington CDR Data Dictionary